

# Vacancy Announcement

**OPEN TO:** All Interested Candidates

**POSITION:** AECSA Senior Accountant

**OPENING DATE:** June 5, 2023

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time, 40 hours per week (Sunday to Thursday). Must be available for occasional overtime to accommodate the work demand whether it is after hours, Fridays, or Holidays.

**SALARY:** JD 1064 per month (Paid in JDs at the end of every month. (One-year contract renewable.)

***Note:** All ordinarily resident applicants must be residing in country and have required work and/or residency permits to be eligible for consideration.*

**The American Embassy Community Services Association is a Not-for-profit entity located at the U.S Embassy-Amman. The association provides goods and services to American Embassy employees in order to enhance the quality of their lives, and to create a supportive community that values the welfare and satisfaction of embassy employees, ultimately contributing to the overall success of the United States Embassy mission.**

The American Embassy Community Services Association (AECSA) has a vacancy for the position of a **Senior Accountant**.

## **BASIC FUNCTION OF POSITION**

The AECSA Senior Accountant will be responsible for:

- Restructuring AECSA accounting procedures to comply with Generally Accepted Accounting Principles (GAAP);
- Planning, organizing, and managing AECSA accounting, budgeting, financial statement preparation, and other fiscal activities.
- Making recommendations to improve operation efficiency through internal control processes and procedural guidelines.
- Supervising the current Bookkeeper or Junior accountant in the management of A/P, A/R, Payroll, Month-end close.
- Training money-handling personnel in any new procedures.
- Lead the accounting team at end of year audit.
- Monitor inventory transactions.
- Preparing bank statements and notes in regard to cash sheets.
- Preparing and analyzing financial statements and cash management.

- Preparing journal entries for month-end close.
- Reconciling all balance sheet accounts on a monthly basis.
- Maintaining prepaid asset and accrued liabilities accounts.
- Monitor and reconcile asset listings.
- Maintain fixed asset database.
- Maintain depreciation log.
- Monitor daily cash position.
- Overseeing time attendance and preparing monthly payrolls.
- Determine appropriate accounts for deposits.
- Initiating and projecting amounts for payroll cash transfers.
- Performs all other tasks defined by the General Manager & Assistant General Manager.
- Assisting the AECSA Board Treasurer as required.

### **QUALIFICATIONS REQUIRED**

The ideal candidate will have:

- A Bachelor's Degree in Accounting or Finance.
- CPA is a plus.
- 8+ years of experience.
- Proficiency in running and creating reports in Excel.
- Strong analytical accounting skills.
- Strong Communication skills in English is a must (Applicants should be able to speak, read, and write English clearly and concisely)

### **TO APPLY**

Applications will be accepted from all candidates with the requisite skills and experience. Applicants must be at least 18 years of age. *Family Members of AECSA Board Members are not eligible for AECSA employment.* Interested applicants should submit a cover letter and a current CV/resume to **Ammanaecsa@state.gov**